

# ASAP Organization Enrollment and User ID Request Form for Federal Agencies

## Section I - Organization Information

**Organization Name:** \_\_\_\_\_

**Organization Short Name** (10 characters maximum): \_\_\_\_\_

**Agency Location Code (ALC):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State and Zip:** \_\_\_\_\_

**City, State and Zip:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Internet E-Mail Address:** \_\_\_\_\_

**Internet E-Mail Address:** \_\_\_\_\_

## Section II - Individual User Information

*These sections are to be completed by the Federal Agency.*

By signing below, users accept the terms of the Federal Reserve Bank of Richmond's User Responsibility Statement that is printed on the back of this form.

*These sections are RFC/FRB Use Only.*

ASAP ID: \_\_\_\_\_

**Name**  
First, Middle Initial, Last  
(for changes and deletes, also indicate User ID)

**Telephone  
Number**

*Indicate A to add access to a function, D to delete.*

**RFC Use  
User Group**

**FRB Use  
Logon ID**

**FRB Use  
Completed  
By  
Reviewed By  
Date**

**Enter  
Accounts**

**Enter  
Authorizations**

**Certify  
Authorizations**

**Payment  
Request**

**Inquiry  
Only**

☐ Add ☐ Change ☐ Delete

**Individual User's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. A single individual user **may NOT** have access to both enter and certify authorizations.
2. A single individual user who has payment request access **may NOT** have access to enter accounts, enter authorizations, or certify authorizations.
3. All FPA users, except those with Payment Request access and Inquiry Only, have access to set Agency Review and Maximum Draw Amount and have access to review requests.
4. All Federal Agency users, except for Inquiry Only users, will have access to Book Entry Adjustment.

## Section III - Certifying Officer's Signature

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Date**

**FEDERAL RESERVE BANK OF RICHMOND**  
**USER RESPONSIBILITY STATEMENT**

**LOGON ID AND PASSWORD:**

The Federal Reserve Bank of Richmond has assigned you a temporary password, which you must change immediately. The password, which is under your sole control, provides protection for you and us. The pattern of your logon ID may be known by others, and the logon ID is displayed on the terminal screen when entered, but your 6 to 8 character password is not displayed and not known by anyone other than you. After initial logon, all ASAP users must access the system at least once within a six-month period to remain active. If at any time during the log-on process the individual's logon ID or password should become suspended or revoked, please contact your servicing Regional Financial Center.

**YOUR RESPONSIBILITIES:**

In consideration of being assigned a logon ID and temporary password by the Federal Reserve Bank of Richmond, you agree to be responsible for the consequences that result from the disclosure or use of your password. In particular, to avoid compromising your password, you agree that you will:

- 1) not make your password known to anyone or put it in written form;
- 2) prevent others from watching you enter your password;
- 3) take care to prevent others from guessing your password (for example, you should not use names of persons, places or things that are identified with you or such words as "password" and "secret"); and
- 4) log off of the system whenever you leave the terminal unattended.

You must change your password periodically. In addition, you must report unauthorized use and, if you feel that someone may know your password or otherwise feel insecure, you should **CHANGE THE PASSWORD IMMEDIATELY**.

I have read the Federal Reserve Bank of Richmond's User Responsibility Statement, agree to its terms, and understand my responsibilities for the use and protection of my logon ID and password and for the consequences that may result from their disclosure or use. If I fail to adhere to any of the terms in this statement, the Federal Reserve Bank of Richmond may revoke my logon ID and take other appropriate action.

Please acknowledge acceptance of these responsibilities by signing the front of the ASAP Organization Enrollment and User ID Request Form for Federal Agencies.